

STAGE I – INITIAL APPLICATION PROCESS

Position 1

Date Application Received (Stage I): _____
(Response to NOFA)

Applicant (Legal Entity) Name: _____

Type of Entity: Limited Partnership: _____ Non-Profit: _____

Limited Liability Company: _____ Individual: _____

Project/Complex Name: _____

Community/Town: _____ County: _____ Cong. Dist. 01

Applicant/
Point of Contact: _____ Phone No.: _____

Architect: _____ Phone No.: _____

Attorney: _____ Phone No.: _____

Contractor: _____ Phone No.: _____

Management Company: _____ Phone No.: _____

Total Development Cost: \$ _____ RHS Loan: \$ _____

Borrower Contribution (3% or 5%): _____ Leveraged Funding: \$ _____

Source/Amount of Leveraged Funding:

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

No. of Project Units/Mix:

1B _____ 2B _____ 3B _____ 4B _____

No. of Rental Assistance Units Requested: _____

Project Designation (FA/EL): _____

Scoring

1) Leveraged Assistance (0-20 points): _____

2) High Need Community (20 points):
(EZ/EC, REAP, Colonia, etc.) _____

3) Donated Land (5 points): _____

4) MOU with State (20 points): _____

Total Point Score _____

STAGE I – INITIAL APPLICATION PROCESS

All items listed in Stage I are required for the initial application to be considered complete.

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|----------|--|--|-----------|-------------------------|-----------------------------------|
| | Stage I – Forms to be Included in Initial Application Package | | | | |
| 1-1 | Form SF-424, 424 (C), and 424(D) Application for Federal Assistance | Chp. 4; 4.7 Exhibit 4-6 | 3 | Applicant | |
| 1-2 | Form RD 1940-20, Request for Environmental Information | Chp. 4; 4.7 | Env. | Applicant | |
| 1-3 | Form RD 3560-7, Multiple Family Housing Project Budget/Utility Allowance | Chp. 4; 4.7 (Also reference Stage II, Item 2-17) | 3 | Applicant | |
| 1-4 | Form 1944-37, Previous Participation Certificate | Chp. 4; 4.7 | 3 | Applicant | |
| 1-5 | Form RD 1924-13, Estimate and Certificate of Actual Cost | Chp. 4; 4.7 | 6 | Applicant | |
| 1-6 | Form RD 410-9, Statement Required by the Privacy Act (Individual Applicants Only) | Chp. 4; 4.7 Report | 3 | Applicant | |
| N/A | Form RD 3560-25, Initial Request for Rental Assistance or Operating Assistance | Chp. 4; 4.7 | 2 | Applicant | Not Available for 2006 Apps |
| | STAGE I – Information Requested in Initial Application Package | | | | |
| | I. To Establish Applicant Eligibility | | | | |
| 1-7 | Current financial statements (within 6 months) with the required certification foot noted below ** | Chp. 4; 4.7 Exhibit 4-7, 1 | 3 | Applicant | |
| 1-8 | Checks for Credit Reports: \$28.00 for each individual applicant \$40.00 for each Organizational Applicant Made payable to United States Department of Agriculture for credit reports. | Chp. 4; 4.7 | 3 | Applicant | |
| 1-9 | Statement signed by applicant that they will pay any cost overruns | Chp. 4; 4.7 | 2 | Applicant | |
| 1-10 | Proposed organizational documents, if applicable. THE FOLLOWING DOCUMENTATION IS REQUIRED: | | | | Complete applicable Section below |
| | For Limited Partnerships: Partnership Agreement Certificate of Limited Partnership (Agency requirements should be contained in one section of the agreement and their location identified by the applicants or their attorney in a cover sheet.) OR | Chp. 4; 4.7, 4.16 | 5 | Applicant | |

"I/we certify the above is a true and accurate reflection of my/our financial condition as of the date stated herein. This statement is given for the purpose of inducing the United States of America to make a loan or to enable the United States of America to make a determination of continued eligibility of the applicant for a loan as requested in the loan application of which this statement is a part."

STAGE I CONTINUED

| ITEM NO. | DOCUMENT/ACTION | HB-1-3560 REFERENCE, FORM, GUIDE | FILE POS. | SUBMITTED/ COMPLETED BY | Date Received |
|----------|---|---------------------------------------|-----------|-------------------------|---------------|
| | For Limited Liability Corporations: Articles of Organization and all amendments Operating Agreement and all amendments Name of authorized agent who has the authority to complete the loan application and loan closing documents. | Chp. 4; 4.7, 4.16 | 5 | Applicant | |
| | OR | | | | |
| | For Nonprofit Organizations: Tax-exempt ruling from the IRS designating 501(c)(3) or 501 (c)(4) organization Purpose statement, including the provision of low income housing Evidence of organization under state & local law, or copies of pending applications List of Board of Directors | Chp. 4; 4.7, 4.16 | 5 | Applicant | |
| | OR | | | | |
| | Trusts: Organizational documents and attorney opinion letter that the trust is validly formed and identifying the authorized representative to act on the trust's behalf | Chp. 4; 4.7, 4.16 | 5 | Applicant | |
| | II. To establish project feasibility | | | | |
| 1-11 | Professional Market Study | Chp. 4; 4.18B Exhibits 4-10 & 4-11 | 3 | Applicant | |
| 1-12 | Type of project and structures proposed (total number of units by bedroom size, size of each unit type, type of other facilities) | Chp. 4; 4.7 | 6 | Applicant | |
| 1-13 | Brief description of nearby services and facilities | Chp. 4; 4.7 | 5 | Applicant | |
| 1-14 | Evidence of site control – i.e., deed, purchase option, purchase contract, lease, or agreement to lease | Chp. 4, 4.12 F | 5 | Applicant | |
| 1-15 | Evidence of public water and sewer availability | Chp. 4, 4.12 F | 5 | Applicant | |
| 1-16 | Status of efforts to obtain leveraged funds | Chapter 4, Att. 4D | 5 | Applicant | |
| 1-17 | Proposed Construction Financing , if interim letter of intent from intended lender | Chapter 4, Att. 4D | 5 | Applicant | |
| 1-18 | Schematic drawings: | | | | |
| | Site Plan, including contour lines | Chp. 4, 4.7 | 6 | Applicant | |
| | Floor plan of each living unit type and other spaces such as laundry facilities, community rooms, stairwells, etc. | Chp. 4, 4.7 | 6 | Applicant | |
| | Building exterior elevations | Chp. 4, 4.7 | 6 | Applicant | |
| | Typical building exterior wall section | Chp. 4, 4.7 | 6 | Applicant | |
| | Plot Plan | Chp. 4, 4.7 | 6 | Applicant | |
| 1-19 | Description and justification of related facilities, schedule of separate charges for related facilities | Chp. 4, 4.7 | 6 | Applicant | |

STAGE I CONTINUED

| ITEM NO. | DOCUMENT/ACTION | HB-1-3560 REFERENCE, FORM, GUIDE | FILE POS. | SUBMITTED/ COMPLETED BY | Date Received |
|----------|---|--|--------------|-------------------------------|---------------|
| 1-20 | Type and method of construction (owner builder, negotiated bid, or contractor method) | Chp. 4; 4.7 | 6 | Applicant | |
| 1-21 | Statement of proposed management (narrative) | Chp. 4; 4.7 | 2 | Applicant | |
| 1-22 | Evidence of 2% initial operating capital, if not a nonprofit | Chp. 4; 4.12 E | 1 | Applicant | |
| 1-23 | Statement of housing experience (narrative) | Chp. 4 | 2 | Applicant | |
| 1-24 | Life-cycle cost analysis and reserve account funding | Chp. 4; 4.7 | 8 | Applicant | |
| | III. To help establish environmental compliance | | | | |
| 1-25 | Phase I due diligence (Environmental Site Assessment); | Chp. 3 | 7 | Applicant | |
| 1-26 | Map showing location of project site and support services and photos | Chp. 4; 4.7 | Env. | Applicant | |
| 1-27 | Evidence of submission of project description to SHPO with request for comments | Chp. 4; Att. 4-D | 7 | Applicant | |
| 1-28 | Floodplain Map, with site defined | Chp. 4; 4.17 | Env. | Applicant | |
| 1-29 | Evidence of Zoning | Chp. 4 | Env. | Applicant | |
| 1-30 | Comments regarding relevant offsite conditions | Chp. 4; Att. 4-D | Env | Applicant | |
| 1-31 | Any other information specified in the NOFA | Chp. 4; Att. 4-D | 3 | Applicant | |

STAGE II – APPLICATIONS ACCEPTED FOR FUNDING

In the second stage of the application process, Rural Development completes and confirms its underwriting of those applications that passed beyond Stage I. Please submit the required documents listed below:

| ITEM NO. | DOCUMENT/ACTION | HB-1-3560 REFERENCE, FORM, GUIDE | FILE POS. | SUBMITTED/ COMPLETED BY | Date Received |
|----------|--|---|-----------|-------------------------|---------------|
| 2-1 | Form RD 3560-30, Certification of No Identity of Interest (IOI) | Chp 5; | 3 | Applicant | |
| 2-2 | Form RD 3560-31, Identity of Interest Disclosure/Qualification Certificate | Chp. 5 | 3 | Applicant | |
| 2-3 | Form RD 1910-11, Applicant Certification Federal Collection Policies for Consumer or Commercial Debts | Chp. 5 | 3 | Applicant | |
| 2-4 | Form RD 3560-13, Management Certification and Management Plan | Chp. 5 | 3 | Applicant | |
| 2-5 | Form HUD 935.2, Affirmative Fair Housing Marketing Plan | Chp. 5 | 3 | Applicant | |
| 2-6 | Form RD 1924-13, Estimate and Certificate of Actual Costs (Final) | Chp. 5 | 6 | Applicant/ Architect | |
| 2-7 | Form RD 400-1, Equal Opportunity Agreement | Chp. 5 | CF | Applicant | |
| 2-8 | Form RD 400-4, Assurance Agreement | Chp. 5 | 3 | Applicant | |
| 2-9 | Form AD 1047, Certification Regarding Debarment – Upper Tier | Chp. 5 | 3 | Applicant | |
| 2-10 | Form AD-1048, Certification Regarding Debarment – Lower Tier | Chp. 5 | CF | Architect/ Contractor | |
| 2-11 | Proposed Lease and Attorney Certification; Application for Tenant Admission and Waiting List Format; Rules and Regulations; Tenant Selection Criteria; and, Occupancy Requirements | Chp. 4; HB 2 3560, Chp 6 Attachment 6-E and 6-F | 1 | Applicant | |
| 2-12 | Attorney opinion letter regarding entity conformance with federal requirements | Chp. 5; Memo | 5 | Applicant/ Attorney | |
| 2-13 | Final Organizational documents or Certificate of Good Standing | Chp. 5; Att. 4-D | 5 | Applicant | |
| 2-14 | Land survey | Chp. 5 | 6 | Applicant | |
| 2-15 | Preliminary title report | Chp. 5 | 5 | Applicant | |
| 2-16 | Interim lender's commitment letter with evidence of license to do business in state | Chp. 5 | 2 | Applicant | |
| 2-17 | Detailed operating budget showing typical year's operation and the first year's budget (Form RD 3560-7), and use of 2 percent initial operating capital | Chp. 5 | 3 | Applicant | |

STAGE II CONTINUED

| ITEM NO. | DOCUMENT/ACTION | HB-1-3560 REFERENCE, FORM, GUIDE | FILE POS. | SUBMITTED/ COMPLETED BY | Date Received |
|----------|--|----------------------------------|-----------|-------------------------|---------------|
| 2-18 | Evidence of 3% or 5% applicant contribution | Chpt. 5 | 3 | Applicant | |
| 2-19 | Form RD 1924-25, Plan Certification with final construction drawings | Chp. 5 & 9 | CF | Architect | |
| 2-20 | Standard Form of Agreement Between Owner and Architect (AIA Document B141-1997) including Guide 4, Attachment 1 to RD Instruction 1924-A | Chp. 9 | CF | Applicant/ Architect | |
| 2-21 | Standard Form of Agreement Between Owner and Contractor (AIA Document A101-1997) including Guide 1, Attachments 6 & 8 to RD Instruction 1924-A | Chp. 9 | CF | Applicant/ Contractor | |
| 2-22 | AIA Document A201-1997, General Conditions of the Contract for Construction including Guide 1, Attachment 10 to RD Instruction 1924-A | Chp. 9 | 5 | Applicant/ Contractor | |
| 2-23 | Engineering Agreement, if applicable | Chp. 9 | CF | Engineer | |
| 2-24 | Legal Services Agreement | Chp. 5 | 5 | Applicant/ Attorney | |
| 2-25 | State or local approvals (zoning, utilities) | Chp. 5 | CF | Applicant | |
| 2-26 | Disclosure of any changes in financing | Chp. 5 | 2 | Applicant | |
| 2-27 | Waiver of Competitive Bidding, if applicable | 1924-A | CF | Applicant | |
| 2-28 | Appraisal | Chp. 7 | 8 | Applicant | |
| 2-20 | Confirmation of SHPO evaluation and comments | Chp. 5 | Env | Applicant | |
| 2-30 | SAUCE input data and analysis | Chp. 5 | 6 | Applicant | |
| 2-31 | Applicants certification of availability or unavailability of other government assistance | Chp. 8 | 3 | Applicant | |
| 2-32 | Revised Form SF 424.2, Application for Federal Assistance, initialed by the applicant. if changed from initial submission. | Handbook 1, Appendix 4 | 3 | Applicant | |

CONSTRUCTION PHASE

| ITEM NO. | DOCUMENT/ACTION | HB-1-3560 REFERENCE, FORM, GUIDE | FILE POS. | SUBMITTED/ COMPLETED BY | Date Received |
|----------|--|--|--------------|--|---------------|
| C-1 | Record of Preconstruction Conference | Chp. 9 | CF | RD, Architect, Contractor, Borrower | |
| C-2 | Construction Draw Schedule | Chp. 9 | CF | Contractor | |
| C-3 | List of subcontractors and suppliers | Chp. 9 | CF | Applicant/ Contractor | |
| C-4 | Builders Risk Insurance | Chp. 9 | CF | Applicant/ Contractor | |
| C-5 | Evidence of Workers Compensation | Chp. 9 | CF | Applicant/ Contractor | |
| C-6 | Building Permits | Chp. 9 | CF | Applicant/ Contractor | |
| C-7 | Form RD 400-1, Equal Opportunity Agreement | Chp. 9 | CF | Contractor | |
| C-8 | Form AD-1048, Certification Regarding Debarment | Chp. 5 | CF | Architect/ Contractor | |
| C-9 | Payment and Performance Bond unless using interim financing. If interim financing is used, the interim lender may waive bonding requirements in writing and attach to the contract documents | Chp. 9, 9.7C | | Interim Lender | |
| C-10 | Disclosure of Lobbying (RD Instruction 1940-Q, Exhibit A-1) | 1940-Q | | Applicant/Co ntractor | |

STAGE III

LOAN CLOSING AND PROJECT LEASE-UP

| ITEM NO. | DOCUMENT/ACTION | HB-1-3560 REFERENCE, FORM, GUIDE | FILE POS. | SUBMITTED/ COMPLETED BY | Date Submitted |
|----------|---|----------------------------------|-----------|-------------------------|----------------|
| 3-1 | Certification that Closing Instructions can be met (RD 1927-19) | Chp. 8 | 5 | Attorney | |
| 3-2 | Evidence of 2% Deposit (Deposit Slip) | Chp. 8 | | Applicant | |
| 3-3 | Recorded Deed | Chp. 8 | 5 | Escrow | |
| 3-4 | Form RD 1927-5, Affidavit Regarding Work of Improvement | Chp. 8 | CF | Attorney | |
| 3-5 | Title Insurance Policy | Chp. 8 | 5 | Escrow | |
| 3-6 | UCC Financing Statement | Chp. 8 | 1 | Attorney | |
| 3-7 | Real Estate Mortgage | Chp. 8, 8.9 | 5 | Attorney | |
| 3-8 | Real Property Insurance w/ Property Insurance Mortgage Clause | Chp. 8 | 7 | Applicant | |
| 3-9 | Fidelity Insurance | Chp. 9 | CF | Applicant | |
| 3-10 | Architects Certificate of Substantial Completion (AIA Form G704) | Chp. 9 | CF | Architect | |
| 3-11 | Builders Warranty | Chp. 8 | CF | Contractor | |
| 3-12 | Latent Defects Bond or Irrevocable Letter of Credit or Maintenance Bond | Chp. 8 | CF | Contractor | |
| 3-13 | Certification Regarding Debarment | Chp. 8 | CF | Contractor | |
| 3-14 | Occupancy Permits | Chp. 8 | CF | Applicant | |
| 3-15 | Form RD 1924-9, Certificate of Contractor's Release | Chp. 9 | CF | Contractor | |
| 3-16 | Form RD 1924-10, Release by Claimants | Chp. 9 | CF | | |
| 3-17 | As-built plans | Chp. 9 | CF | Architect | |
| 3-18 | Updated Certificate of Actual Costs (RD 1924-13) | Chp. 11 | CF | Applicant/ Architect | |
| 3-19 | Form RD 3560-9, Interest Credit Agreement | Handbook 1 Appendix 4 | | RD to prepare | |
| 3-20 | Form 3560-27, Rental Assistance Agreement | Handbook 1 Appendix 4 | | RD to prepare | |